

City Manager

Monthly Report for February 2015

- Cheniere has pulled their tree permits and cleared about 350 acres to begin their project.
- There were no ED packages for the Governor's Office this month however we have met with and prepared packets for 3 other potential developers.
- Met with Engineers, TxDOT, and Cheniere regarding SH-200. An amendment to our contract with TxDOT regarding the reimbursement method will be brought to Council in February 2015.
- Continued work with JJ Johnston regarding Commercial/Industrial ED. Have had a few follow up meetings with potential developers.
- Met with SPEDC regarding their website and its portrayal of Ingleside. They will be making changes to their website.
- The combined water levels as of 03/05/15 are at 30.1%.
- The contractors have attempted to install the light poles; however, the ground has been too wet to get the heavy equipment near the sites. We continue to withholding Payment Request # 10 until we see work being completed for this final requirement.
- FM 1069 project continues to move forward. We have received a bid for the work on city lines and that will be brought to Council on March 10, 2015. TxDOT may begin their work before we begin our own work. Safety precautions and traffic issues continue being discussed in preparation for the flow of traffic.
- Met with individuals who may be purchasing the Wildcat property and discussed what their plans are should they purchase the properties.
- Seaside Landing Apartments are working with the building department on their permit.
- We are completing the TCEQ notices of violation.
- Meetings in Austin have been for Industrial Reception, San Patricio Day, LNG Day,
- Attended and or was a speaker at several meetings: Small Cities Advisory Council, TCMA Regional Meeting, Tx A&M ED Incubator (Companies from South America), and Invest in Texas Event (Companies from Mexico)

City Secretary/Human Resources Monthly Report for February 2015

Council Meetings: Prepared for 2 Council Meetings

Open Records Request: 6 requests documented

Employment Applications: Received 2 applications

TABC Permits: 2

Vehicle Tags: 9 tag changes and 0 with insurance change

Workers' Comp./Liability Claims: 10

Report a Concern: 4

Other:

- * Assisted with day-to-day items in Finance including but not limited to 7 regular transfers, 9 ad valorem transfers, and bank reconciliations. Monitoring CIP projects for completion and documentation.
- * Assisted 4 employees with benefits questions/communications with the TML-IEBP inquiries, 4 employees with TMRS items, and 4 AFLAC billing/benefit issues.
- * Performed 1 new hire orientations, 0 internal transfers, 0 exit interviews, and reminded Managers of three 6-month evaluations. We completed 3 verification for employment.
- * Worked with 4 community service individuals for a total of 76 hours.
- * Held 2 meetings each with staff as well as Ensemble and GIS Planning regarding the new website(s). The Web Tech is meeting with each department separately to go over any changes they want for their pages.
- * Worked with various individuals regarding candidate election packets. Prepared draft ballot and publications. Notified County Election offices of Ingleside's need for an election.
- * Attended State of Corpus Christi Luncheon, San Patricio Day in Austin, Oysterfest Press Event, and State of San Patricio County.

Memo

To: Jim Gray, City Manager

From: Isabel Valdez *IV*

Date: 03/02/2015

Re: February 2015 Monthly Report

Below, you will find Utility Department monthly statistical information for February 2015.

Number of Deposits – 41

Number of Opened Accounts – 59

Number of Closed Accounts – 51

Number of Disconnect Notices Mailed – 693

Total Late Fees Billed - \$6,399.25

Number of Utility Bills Mailed – 3,129

Total Water Consumption Billed – 21,418,700 Gallons

Total Water Billing Amount – \$172,821.64

Total Sewer Billing Amount - \$116,943.04

Number of Utility Payments Received – 2,536

Total Amount of Utility Payments Received - \$314,290.94

If you have any questions, please let me know.

Librarian's Report

February 2015

- Attended weekly Management meetings on Mondays for the month
- Coordinated and attended biweekly staff meetings.
- Assisted when needed at circulation desk and opened and closed when needed
- Met with Book Club coordinator (Feb 2)
- Attended a meeting in Taft for SPCALC (Feb 4)
- Met with AFSCO extinguisher for yearly inspection (Feb 4)
- Erate Webinar (Feb 5)
- Attended the Chamber Mixer at the Art Gallery (Feb 5)
- Proctored an exam (Feb 11)
- Reserve session (Feb 12)
- Out – Vacation (Feb 16)
- Attended Roundup committee meeting (Feb 20)
- Out Sick (Feb 23)
- Proctored an exam (Feb 24)
- Met with 2 employees to go over processing book procedures (Feb 25)
- Met with Paul (ex President for Friends Group) to discuss the IRS forms due on behalf of the Friends Group and the importance of deadline (Feb 25)
- Proctored an exam (Feb 26)
- Met with the new Web Tech, David, to go over all the library's pages in order to update the page link (Feb 26)
- Met with Gayle to discuss checks for the Friends Group and pay for membership to Chamber
- Met with Robert Vana/Sonny to discuss the hinges for the display that will be used by the WC
- Notarized as needed

** This month was crazy and spent a lot of time at the circulation desk while Isabel was out and other staff employees were sick.

• Children's Program:212

Meeting Room used by:

Woman's Club	Tutor with Hollie	Mr. Kippy	Juniorettes
5 & under	After School Program	Tri City Soccer	ESL Classes
Kim & David-Web Tech	Belinda & David –Web Tech		

Meeting room total: 256

Cumulative Statistics FY 2014-2015

[illegible]

**FEBRUARY 2015 Monthly Report
Building Dept.**

<u>Permit Type</u>	<u>Number of Permits</u>	<u>Permit Fee</u>	<u>Total Valuation</u>
Building	7	\$2,484.80	\$486,800.00
Electrical	13	\$843.00	\$28,800.00
Plumbing	8	\$663.00	\$26,800.00
Mechanical	11	\$986.65	\$52,749.00
Roof	3	\$255.00	\$16,923.00
Fence	4	\$245.00	\$4,100.00
Excavation	1	\$200.00	\$0.00
Sign	2	\$120.00	\$350.00
Certificate of Occupancy	4	\$280.00	\$0.00
Commercial Repair	0	\$0.00	\$0.00
Tree Removal	2	\$70.00	\$0.00
Swimming Pool	0	\$0.00	\$0.00
Water Well	0	\$0.00	\$0.00
Special Permit Request	0	\$0.00	\$0.00
Demolition	0	\$0.00	\$0.00
Move Structure	0	\$0.00	\$0.00
Pipeline	0	\$0.00	\$0.00
Totals	55	\$6,147.45	\$616,522.00

Impact Fees Collected: \$6,146.01

Certificate's of Occupancy:

Commercial: 4 2414 MAIN STREET - CATHOLIC CHURCH
 3063 MAIN STREET - THE GRILLE RESTAURANT
 2778 MAIN STREET - MILLER'S GULF COAST PERFORMANCE
 2756 MAIN STREET - VADEN PETROLEUM SERVICES & REAL ESTATE OFFICE

Residential: 2 3584 VICKERY - SUSAN CLARK
 2632 POINSETTA - LONG BUILD

Inspections Performed: 111

JOHN DAVIS, BUILDING OFFICIAL

1. Attended the Planning & Zoning meeting of February 16th
2. Attended the City Council meetings of February 10th and February 24th
3. Meetings with citizens, Research property owner and Zoning information for citizens
4. Oversee Planning and Zoning issues and meetings

CASSANDRA DUVALL, ADMIN. ASSISTANT

1. Prepared & Processed documentation for 5 Public Hearings for February 16th meeting
2. Mailed Notices of Public Hearing to property owners
3. Attended the Planning & Zoning meeting of February 16th
4. Revised INCODE to better suit our needs
5. Revised/Changed All Registrations & Permits & added new ones
6. Updated Website with new forms
7. Met with Dave to discuss new website and make changes
8. Starting the process of finalizing open permits that should have been closed.

Code Enforcement report for November-December 2014

Completed 47 re-inspections on properties with previous violations resulted in the following:

<u>Abated:</u>		<u>Non-Compliant – Certified or Post on Property</u>	
Weeds	16	Junk Vehicle	4
Rubbish	4	Water Restriction	1
Junk Vehicle	3	<u>Non-Compliant – Issue Work Order</u>	
Unsafe Structure	1	Weeds	6
Tree Trim	1	Rubbish	3
911 Address	1	<u>Repeat Offender – File Complaint</u>	
Dumpster Violation	1	Weeds	1
Sewer	1		
Water Restriction Violation	2		
<u>Partially compliant – extension granted</u>		Total Re-inspects:	47
Junk Vehicle	2		

Identified 28 properties with violations to include the following:

Weeds	11
Rubbish	2
Junk Vehicles	3
RV in R1	1
Tree Trim	6
Unsafe Structure	3
Dumpster violation	2
Sewer violation	1
Water Restrictions	2
Total Violations	31

- 1) Assisted the Building Department at the front desk, phones, meeting with citizens, schedule inspections, issue permits, research property owner and Zoning information for citizens, oversee Planning and Zoning issues and meetings;
- 2) Attended the City Council meetings of November 18th and December 16th;;
- 3) Prepared, processed and filed at San Patricio County - 11 Property Liens and 4 Release of Lien;
- 4) Attended the Annual YTC Paste the Waste Luncheon on Saturday, November 22, 2014;

Any questions please feel free to contact me;

Carey Dietrich
Code Enforcement

Code Enforcement report for January 2015

Completed 58 re-inspections on properties with previous violations resulted in the following:

Abated:

Weeds	12
Junk Vehicle	4
Unsafe Structure	1
Tree Trim	11
Zoning – RV in R1	8
Chickens running at large	1
Sewer/Grease Trap	1
No Permit – Bldg	2
No Permit – Plbmg	1
No Permit – Electric	1
Illegal Dumping	1

Non-Compliant – Certified or Post on Property

Junk Vehicle	1
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Non-Compliant – Issue Work Order

Weeds	1
Junk Vehicle	3
Tree Trim	1
Illegal Dumping	1

Repeat Offender – File Complaint

Junk Vehicle	2
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Partially compliant – extension granted

Weeds	3
Junk Vehicle	2
Rubbish	1

Total Re-inspects:

58

Identified 51 properties with violations to include the following:

Weeds	15
Rubbish	4
Junk Vehicles	11
RV in R1	9
Tree Trim	12
Non Conforming Use	1
Dumpster violation	2
Sewer/Grease Trap violation	1
Illegal Parking	1
Illegal Dumping	1
No permit – Bldg	3
No permit – Plmbng	1
No permit – Electrical	1
Chickens-at-large	1
Fence Height	1

Total Violations

64

- 1) Assisted the Building Department at the front desk, phones, meeting with citizens, schedule inspections, issue permits, research property owner and Zoning information for citizens, oversee Planning and Zoning issues and meetings;
- 2) Attended the Planning & Zoning meetings of January 5th and January 19th;
- 3) Prepared, processed and filed at San Patricio County - 1 Release of Lien;
- 4) Monies collected for mowing/demolition liens in 2014 - \$ 35,977.44

Any questions please feel free to contact me;

Carey Dietrich
Code Enforcement

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Code Enforcement report for February 2015

Completed 53 re-inspections on properties with previous violations resulted in the following:

<u>Abated:</u>		<u>Non-Compliant – Issue Work Order</u>	
Weeds	14	Weeds	4
Rubbish	2	Junk Vehicle	2
Junk Vehicle	6		
Zoning – RV in R1	4	<u>Repeat Offender – File Complaint</u>	
No Permit	3	Junk Vehicle	2
Illegal Dumping	1	No Permit	1
Illegal Parking	1		
Illegal Burning	1		
		Total Re-inspects:	<u>53</u>
<u>Partially compliant – extension granted</u>			
Weeds	5		
Junk Vehicle	4		
Rubbish	1		
Zoning – RV in R1	1		
Unsafe Structure	1		

Identified 42 properties with violations to include the following:

Weeds	21
Rubbish	11
Junk Vehicles	14
RV in R1	7
C2 in R1	2
Illegal Parking	4
Illegal Dumping	2
Illegal Burning	1
No permit	4
Unsafe Structure	1
Total Violations	<u>67</u>

- 1) Assisted the Building Department at the front desk, phones, meeting with citizens, schedule inspections, issue permits, research property owner and Zoning information for citizens, oversee Planning and Zoning issues and meetings;
- 2) Prepared, processed and filed at San Patricio County – 5 Property Liens;
- 3) Attended the Annual CEAT Conference in Beaumont, Texas from February 10 thru February 14, 2015;
- 4) Attended the Planning & Zoning meeting of February 16, 2015;
- 5) Attended the CBCOG Meeting in Corpus Christi on February 18, 2015;
- 6) Attended the City Council Meeting on February 24, 2015;

Any questions please feel free to contact me;

Carey Dietrich
Code Enforcement

TO:		Jim Gray, City Manager
FROM:		Donald Paty, Director of Public Works
DATE:		February 27, 2015
REF:		February 2015 Monthly Activity Report
DEPARTMENT	LOCATION	JOB PERFORMED
WATER	Various locations	Perform daily duties for utility desk - on/off, rechecks, locks & plugs, chlorine levels, read master meters, check pump stations, pick up & drop off mail, raise & lower flags
	Various locations	Take monthly water samples and samples for EPA
	All meter routes	Read meters
	Avenue D between 1st & 2nd Street	Replace 3" water valve
	3370 Avenue A	Replace 3/4" ball valve
	2760 Avenue G	Install new meter box and fill in holes
	Various locations	Meter repairs & rechecks
	Various locations	Meter testing and reprogramming
	City Yard	Cut meter lids
WASTEWATER	WWTP & 17 lift stations	Daily maintenance of WWTP and all lift stations
	WWTP	Set samples, take samples to lab
	Coach Emory Bellard St.	Respond to two requests for sewer service, Taft Lift Station backed up, Tortilla Factory main line backed up
	2569 Avenue F	Respond to sewer service request, clean out broken on residential side
	Avenue D between 1st & 2nd Street	Assist water department with replacement of 3" water valve
	2785 Avenue I	Run camera in cleanout, found debris in line
	2576 Main Street	Run camera in line, not cracks, roots, or debris found
	2517 McCullough	Respond to sewer service request, hose came out of ground on owners side
	City Yard	Work on vector sprayer so it can be calibrated
	Office	Make calls trying to get repair parts for Ferret sewer camera
	Dr. Edge office, Main St.	Respond to sewer service request, found some grease, possible broken line on residential side
	2517 McCullough	Respond to sewer service request, owner fixed cleanout, line clear
	Poinsettia, Main Street	Repair several cleanouts
	6th Street	Repair dead end main
	Avenue I	Raise meter boxes
	WWTP	Maintenance on sewer jetting machine
PARKS, FACILITIES, DRAINAGE	All City Parks	Clean restrooms, empty trash
	Little League Fields	Repair restroom
	Live Oak Park	Pour concrete for home plate
	Live Oak Park	Pull old roof off of dug out
	Live Oak Park	Put new roof on dug out
	Simmons Park	Mowing
	Whitney Lake, Cove Park	Mowing
	All City Buildings	Change AC filters
	All City Buildings	Respond to various requests for service
STREETS	Brush Route 1B - 4B	Pick up brush
	City Yard	Load dumpsters & woodchips
	Various locations	Replace damaged or faded stop signs
	Various locations	Patch potholes

INGLESIDE POLICE DEPARTMENT

MONTHLY STATISTICS REPORT: February 2015

Prepared by Captain Paula Belville

A. Communications

2,694 Calls for Service

B. Uniformed Patrol

1. 95 Reports prepared
2. 38 Adult Arrests
3. 14 Traffic Accidents Investigated
4. 451 Traffic Contacts
5. 00 Juvenile Arrests
6. 00 Hours Reserve Officer Service Time

C. Criminal Investigations

Uniform Crime Report (UCR), Part 1 Crimes

1. 24 Offenses Reported
2. 01 Unfounded, false or baseless
3. 09 cases were cleared by arrest or exceptional means
4. 00 cases were cleared involving persons less than 18 years of age

Incidents/reports (other than UCR)

1. 69 Incident reports have been resolved or closed.

Stolen Property and Vehicles Recovered

1. \$15,724 in stolen property
2. \$5,699 recovered

Cased filed with District Attorney/County Attorney's Office

1. 02 cases were filed with County Attorney's Office.
2. 05 cases were filed with District Attorney's Office.
3. 00 cases were filed with Juvenile Probation Department.

Court Appearances Cases Assigned

1. Investigators spent 01 days in court appearances.
2. 52 cases have been assigned to Detectives

Narcotics Seized:

1. Marijuana: 27.8 grams
2. Marijuana plants: 0
3. Pharmaceutical Pills: 1
4. Cocaine: 0
5. Crack Cocaine: 0
6. Heroin: 0
7. Methamphetamine: .54
8. Synthetic drugs: 0

Seizures (pending court disposition) : Apple iPod, Sony personal computer, Samsung security video system, thumb drive. \$6357.85, over 1700 items of drug paraphernalia, surveillance equipment and \$632.00.

Ingleside Animal Control
Monthly Report

Month of	<u>February 2015</u>
County	Cats: 0 Dogs:2
Animals Impounded	Cats:32 Dogs:43
Returned to Owner	Cats: 0 Dogs:12
Adopted Out	Cats: 4 Dogs:4
Released to Rescue	Cats:0 Dogs:9
Put To Sleep	Cats:25 Dogs:21
Warning Citations	Jennifer- 0 Tracy-1
Court Summons	Jennifer -0 Tracy-0
Calls For Service	90

Preparer's Signature: Jennifer Salinas

Date: March 3, 2015

City of Ingleside Office of Emergency Management Monthly Report

FEBRUARY 2015

Training/Meetings:

- Mass Fatality Exercise Working Group Mtg
- CBTVOAD Mtg
- CBEMA Hurricane Conference Planning Mtg
- Storm Spotter Training (Ingleside Courtroom) FREE
- EMAT Conference

February 5 @ 2 pm
February 12 @ 10 am
February 18 @ 11:30 am
February 24 @ 10 am
March 1-4th

Grants:

- Have not applied for any grants since 2011.

BASIC PLAN & ANNEX INFORMATION									
Levels	Annex	Name	Plan Date	Expire Date	Responsibility	Started	To EMC	To State	Approved
Basic	BASIC		8/5/2013	8/5/2018	EMC				
	A	Warning	9/26/2013	8/28/2018	Police Chief				
	B	Communications	1/12/2010	1/12/2015	Police Chief	2/10/2015	2/10/2015		
	C	Shelter & Mass Care	10/7/2013	10/7/2018	Asst. EMC				
Waiting on Approval	E	Evacuation	12/28/2009	12/28/2014	Police Chief	9/2/2014	11/24/2014	12/29/2014	
	I	Emergency Public Info	7/20/2011	7/20/2016	City Secretary				
	M	Resource Management	8/8/2011	8/8/2016	Finance Dir changed to EMC				
	N	Direction & Control	5/31/2011	5/31/2016	City Manager				
	O	Human Services	8/28/2013	8/28/2018	Asst. EMC				
	Q	Hazmat/Oil Spill	1/12/2013	1/12/2015	Fire Chief	2/10/2015	2/10/2015	3/5/2015	
	V	Terrorism	2/22/2011	2/22/2016	Police Chief				
Intermediate	D	Radiological Protection	5/3/2011	5/3/2016	Fire Chief				
Includes the basic level annexes	F	Firefighting	5/3/2011	5/3/2016	Fire Chief				
	G	Law Enforcement	10/7/2013	10/7/2018	Police Chief				
	H	Health & Medical	8/8/2011	8/8/2016	Asst. EMC				
	J	Recovery	5/6/2013	5/6/2018	Finance Dir changed to EMC				
	K	Public Works	6/28/2011	6/28/2016	Public Works Dir				
	L	Energy & Utilities	6/28/2011	6/28/2016	Public Works Dir				
	R	Search & Rescue	5/6/2013	5/6/2018	Fire Chief				
	S	Transportation	7/20/2011	7/20/2016	Public Works Dir				
Advanced	P	Hazard Mitigation	8/8/2011	8/8/2016	Building Official				
Includes basic & advanced level annexes	T	Donations Mgmt	7/30/2013	7/30/2018	Finance Dir changed to EMC				
	U	Legal	5/6/2013	5/6/2018	City Secretary				

Upcoming:

- Pipeline Luncheon/Training
- HURREX Planning Meeting
- T-197 Functional Needs Training
- Other exercises across Coastal Bend
- TDEM Template Committee Webinar
- CBTVOAD Meeting

Ortiz Center, Corpus 3/10 @ 11 am
TBD, Corpus 3/11 @ TBD
CC EOC, 3/18-19 @ 8 am – 5 pm each day
3/23-25 & 3/27
3/24 @ 10 am
Corpus (location TBD) 3/31 @ 10 am

Signed,

Stan Bynum, EMC/Police Chief

Shanna K. Owens, Asst. EMC/EM Planner

Abbreviations:

CBCAN – Coastal Bend Communication Alert Network
CBCERT – Coastal Bend Community Emergency Response Team

CBTVOAD – Coastal Bend Texas Volunteers Active in Disasters
EMAT – Emergency Manager's Association of Texas

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FIRE DEPARTMENT FEBRARY 2015 MONTHLY REPORT

NFIRS Summary by Incident TYPE	#	MA Given	MA Received	County Calls
Fires		MA = Mutual Aid		
Structures (110-118, 120-123)	1			
Vehicle (130-138)				
Other (100, 140-173)	2			1
Rescue				
EMS (300-323)	1			
Other (331-381)				
Hazardous Conditions (400-482)				
Service Calls (500-571)				
Good Intent (600-671)	3			
Severe weather or natural disaster (800-815)				
Special Incident Type (900-911)				
False Calls				
Malicious (710-715, 751)				
Other false calls (700, 721-746)				

Fuel (in gallons)

Diesel 219.8
Gasoline 66.5
Total 286.3

FD Mbrs Hrs:

Mtgs/Trng 283
Incidents 147.5
Other

Total Mbrs: 50

Water (in gallons)

Incidents 950
Other

IFC Mbrs Hrs:

Mtgs/Trng 38
Incidents 5
Other

Total Mbrs: 10

General Information:

FD Business Mtgs 2nd Tuesday every month @ 7 pm schedule as follows:

- March 10
- April 14
- May 12
- June 9
- July 14

Apparatus Checks are done every 4th Tuesday @ 7 pm.

Training held the 1st & 3rd Tuesday of every month @ 7 pm.

IFC Business Mtgs once a quarter @ 6:30 pm – schedule as follows:

- June 4
- September 3
- December 3

IFC attends FD meetings and trainings on Tuesday nights.

Mtgs/Trngs/Other Attended/Hosted

IVFD Annual Awards Banquet	2/28
Intro to Firefighting Academy	2/3

Upcoming Events

Oysterfest – FD in Parade & IFC has Roasted Corn Booth for fundraising	3/5-8
Round-Up Days – FD in Parade & has Roasted Corn/Turkey Legs booth	3/27-28
Easter Celebration (N. O. Simmons Park)	4/4
MDA Fill-the-Booth	TBD